



Cover Supervisor

Recruitment
Information





ORCHARD PARK HIGH SCHOOL

Integrity, Excellence, Collaboration, Drive

Contents

Welcome

About us – The Greenshaw Learning Trust

Job description

Person specification

Application process



ORCHARD PARK HIGH SCHOOL

Integrity, Excellence, Collaboration, Drive

Welcome

Thank you for taking an interest in working at Orchard Park High School.

We are thrilled to share with you this exciting opportunity to join us as Cover Supervisor – and we are pleased to give you some information about our school community, which is aspirational, welcoming and supportive.

We are outward looking and we invest heavily in our staff. We are committed to recruiting colleagues who have a passion for their subject, and who want to work in a vibrant, multicultural school which is innovative, forward thinking and research-informed in its approach to education.

Orchard Park High School is proud to be part of the Greenshaw Learning Trust; a family of schools who hold a shared vision and set of values for education and learning.

Please do visit the Greenshaw Learning Trust website for more information or contact us for further information. Website: www.greenshawlearningtrust.co.uk

Our own school website will also provide further information about our school. Website: www.orchardparkhigh.co.uk

Vision and values

'Inspiring lives, building futures.'

Our mission statement declares,

“We are ambitious for our schools and their students. We believe that there is no ceiling on what can be achieved by anyone, regardless of their circumstances or background.”

We pride ourselves on our positive ethos, which drives the personal development, academic achievement and holistic wellbeing of every individual in our care. As a vibrant learning community, we offer a learning journey which seeks to offer our students the very best chance of success during their time with us, and beyond.



ORCHARD PARK HIGH SCHOOL

Integrity, Excellence, Collaboration, Drive

Our focus on daily reading, academic progress, character development and community spirit is palpable. When you visit our school, you will find that our students are challenged, inspired and encouraged to reach their full potential, regardless of ability.

To us, kindness, integrity and respect are non-negotiables. It is these qualities which underpin our school community and help it to function as a safe and happy place for all, in which we learn and grow together.

Mission statement

We seek to inspire and empower all members of our school community to:

- be proud of, and contribute positively to, our school community
- be your best, striving for academic excellence
- be yourself, nurturing potential and embracing difference
- be kind, respecting ourselves and each other
- embrace the journey, recognising that the learning journey requires effort, resilience and stamina, in order to become successful lifelong learners

Should you join us, you will work alongside committed and professional staff, and with leaders at all levels who care deeply about the personal wellbeing of both students and staff. We take pride in our professional development programme, which equips teachers with both a depth of subject knowledge and pedagogical guidance on research-informed approaches which support long-term learning.

We take career progression seriously and support our staff to develop leadership experience during their time with us. We offer an excellent CPD programme which focuses on the individual needs of our staff members as well as our core school priorities, making us stronger independently and as a school community.

If you feel you have the passion, experience and commitment to high quality education that we do, then please read on.

We look forward to hearing from you.

Yours sincerely,
Mrs G Smyrk

Acting Head teacher



ORCHARD PARK HIGH SCHOOL

Integrity, Excellence, Collaboration, Drive

Greenshaw Learning Trust – About us

The Greenshaw Learning Trust (GLT) provides an effective structure for schools to achieve real benefits from school-to-school collaboration, and a culture of trust and openness that promotes honest and transparent dialogue and mutual support.

At the heart of the Trust is proven school improvement advice and guidance – with regular meetings with school leaders, input from specialist primary and secondary experts and staff training and development in all our schools.

All schools in the Trust receive expert advice and fast-response support on budget planning and monitoring, payroll, human resources, employment and legal advice, purchasing, capital projects, admissions, policy development and audit. Our catering team provides advice and guidance on meeting the statutory responsibilities for food standards, healthy eating and safety, and helps our schools achieve higher take-up of meals and significant cost savings through quality improvement and the central procurement of food supplies.

Each school's local governing body receives support and advice to ensure that they can contribute effectively to the governance and leadership of their school, including tailored guidance to chairs and clerks and governor training.

The Greenshaw Learning Trust is committed to meeting the needs of every student – our schools offer a wide range of special needs provision, and across the Trust we have extensive expertise in behaviour, attendance, family liaison and therapies to support our students and their teachers.

Greenshaw Learning Trust Employee Benefits

The Greenshaw Learning Trust recognises that our employees are our most important asset and we are aware that the quality and commitment of our employees is critical to our success. We offer all our employees the following staff benefits:

- Excellent CPD opportunities and career progression
- Employer Contributions to Teachers Pension Scheme
- Cycle to work scheme
- Gym membership scheme
- Employee Assistance Programme
- Eye Care Voucher scheme



ORCHARD PARK HIGH SCHOOL

Integrity, Excellence, Collaboration, Drive

Cover Supervisor

Main duties and responsibilities:

To cover the short-term absences of teaching staff, as directed,

- ensuring that work set for classes is communicated to students
- supervising and managing the behaviour of students during the lesson
- monitoring the completion of tasks set
- support with development plans and activities for students as required
- to support in marking students work, as and when necessary

The successful candidate will:

- Believe passionately that all students can make outstanding progress, regardless of their starting point
- Set exceptionally high expectations for students' behaviour and work ethic
- Have excellent communication skills, and display patience and resilience in dealing with students
- Reflect constantly on their own practice and welcome feedback
- Be flexible and relish the excitement of working in a rapidly improving school

Specific Responsibilities - The successful candidate will:

- Setting the highest standards and behavioural expectations in lessons and around the school
- Communicating with parents and working in partnership with them to promote positive behaviour from all students
- Committing to and supporting the school's policy and practice in relation to safeguarding and child protection
- Undertaking such other duties and responsibilities as may be reasonably requested by the Office Manager or the Senior Leadership Team, in accordance with the relevant Pay and Conditions document.
- Be responsible for running detentions, or 'Study Support' at the end of each day

Key Contacts

- Daily involvement with teaching staff, other support staff and pupils of the School.
- Special needs work will normally involve occasional contact with other agencies, including psychologists or other specialists.
- Contact with parents and other visitors.



ORCHARD PARK HIGH SCHOOL

Integrity, Excellence, Collaboration, Drive

Other Job Requirements

Safeguarding Children

The Trust is committed to safeguarding children and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to an enhanced Disclosure & Barring check along with other relevant employment checks.

Job Context

This job description is not exhaustive and serves only to highlight the main requirements of the post holder. The line manager may stipulate other reasonable requirements.

The post holder may well be handling information of a highly confidential nature; it is essential he/she is aware of the need for discretion.

Problems and Decision Making

The post holder must exercise responsibility for the welfare and safety of pupils at all times, intervening where necessary to ensure safe and proper conduct.

You will be expected to respond appropriately to questions or challenges presented by the pupil(s) being supervised.

Physical Effort

Occasional lifting may be required to move equipment and resources but is not a significant factor.

Working Environment

Most activities will be undertaken within the school premises.

Equipment

Use of computer and other audio visual aids to support teaching and learning activities.

This job description is not exhaustive and serves only to highlight the main requirements of the post holder. The line manager may stipulate other reasonable requirements. The job description will be reviewed regularly and may be subject to change. position requires an enhanced DBS disclosure.

Reporting to:

Office Manager via Assistant Headteacher in charge of Student Conduct

Salary Range:

NJC Grade 4, Points 8-10 pro-rata (£22,779 – 23,607) Term Time only +1 additional week. *Initially 1 year fixed term with the possibility to extend.*



ORCHARD PARK HIGH SCHOOL

Integrity, Excellence, Collaboration, Drive

Person Specification

The successful candidate will:

- ✓ Have a good standard of education to at least GCSE Grade C level or equivalent in English and Mathematics
- ✓ Be confident using Microsoft Office applications, and the ability to learn new ICT systems
- ✓ Have a commitment to continued professional development

Knowledge and Experience - The successful candidate will:

- Experience of working in a school and/or with young people
- Experience working with young people who display challenging behaviours (desirable)
- An understanding of young peoples' social, emotional and educational development needs
- An understanding of the learning environment in which schools operate, including health and social care issues (desirable)
- An understanding of Early Help strategies (desirable)
- Be a qualified teacher (desirable)

Skills and Abilities - The successful candidate will:

- Have the ability to demonstrate developed interpersonal and communication skills
- Have the ability to establish positive relationships with pupils, including those with special educational needs
- Good discipline and classroom management
- Outstanding organisational skills

Personal Qualities - The successful candidate will have:

- High expectations for accountability and consistency
- A commitment to sustaining and raising achievement, attainment and aspirations of all students
- A Collaborative style of working
- An Ability to work under pressure and remain positive, enthusiastic and resilient
- A reflective and analytical approach
- Unbridled optimism, energy and resilience
- High levels of professional integrity



ORCHARD PARK HIGH SCHOOL

Integrity, Excellence, Collaboration, Drive

Personal Qualities - The successful candidate will have: (Continued)

- The ability to work independently and face the challenges of managing change
- Potential and capacity to grow professionally
- Ability and desire to make a significant contribution to the School as a whole
- Commitment to working within the School's Safeguarding Policy and Procedures
- A desire to participate in the extra-curricular life of the school (desirable)



ORCHARD PARK HIGH SCHOOL

Integrity, Excellence, Collaboration, Drive

The recruitment process

1. Applications

To apply for this position, please visit us online and apply using the application form. Website: www.orchardparkhigh.co.uk Go to our 'Information' tab, then 'Staff vacancies'.

The completed online application form should be accompanied by a personal statement of suitability of no more than 2 sides of A4. In the application form and personal statement, you should demonstrate how you meet the requirements set out in the Person Specification. Please include specific examples to support your application.

Applications must be received no later than 12pm on **Monday 27th July, 2020**. Applications received after this date and time will not be considered.

2. Shortlisting

Shortlisted candidates will then be invited by telephone to attend for interview. Please make sure you have given day and evening telephone numbers on which you can be reached.

3. Interviews

Interviews will take place via Google Hangout/Skype.

4. Notification of outcome

Candidates will be notified of the outcome as soon as possible following the interview process. Please ensure you have given day and evening telephone numbers on which you can be reached.

5. Feedback

Unsuccessful shortlisted candidates will have the opportunity for professional feedback during the week following the interviews.

6. Taking up post

The successful candidate will receive verbal notification of our offer and will take up the post on **01 September 2020**. Should you require any additional information, please do not hesitate to contact Karen Weighill, HR Manager, via email kweighill@orchardparkhigh.net

We look forward to hearing from you,
The Orchard Park team